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TO : ARO's DATE: 30 June 1961

FROM : Chief, Records Administration Staff

SUBJECT: Annual Report of Records Holdings

1. This is a reminder of our need for an annual report of records holdings at Headquarters from each component. Only one copy of the report is required.

2. The data will enable us to measure the effectiveness of the Agency Records Management Program for the past fiscal year and will provide information to determine space requirements for records in the new building. The following statistical data will be appreciated by August 15, 1961:

a. Cubic feet of records on hand 1 July 1960.

b. Cubic feet of records destroyed in your office during fiscal year 1961. (Do not include records destroyed by the Records Center.)

c. Cubic feet of records on hand as of 30 June 1961.

3. I feel that you will have no difficulty in compiling your report as it will be the same as for past fiscal years. Call us if you have any questions.

STATINTL

[redacted]

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